

EMERGENCY/DISASTER PREPAREDNESS

STATEMENT OF PURPOSE:

All schools should develop an emergency response plan.

AUTHORIZATION/LEGAL REFERENCE:

- 16 V.S.A. Chapter 33 - Fire and Emergency Preparedness Drills
- Vermont School Quality Standards, Section 2120.8.2.3
- Vermont State Board of Education Manual of Rules and Procedures - Rule 4102

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLE:

Be knowledgeable about the school nurse's role in an emergency.

SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

1. Serve on the school's response committee that develops the emergency plan.
2. Participate in reviews and drills of this plan.
3. Be involved in the evaluation and revision of the emergency plan.
4. Coordinate advance procedures with EMS, physicians and hospital emergency room staff.
5. Serve on community-wide planning groups that assess the school's ability to manage an emergency and determine emergency plans.
6. Identify unique emergency preparedness needs for children with special needs.
7. Survey staff members identifying skills, training and capabilities. (see attached)
8. Be a resource to school and broader community.
9. Plan in advance for personnel needs during an emergency (i.e. daycare, healthcare needs).
10. Provide triage, direct care and counseling to students, families, staff, and victims of the emergency until the commander of emergency services arrives.

RESOURCES:

- Doyle J & Loyacono, T. (2002). Disaster Preparedness Guidelines for School Nurses. Castle Rock, CO: National Association of School Nurses.
 - Maloney, P., Fitzgerald, S., Elam, K., & Doyle, J (2000). Managing School Emergencies III, Scarborough, ME: National Association of School Nurses.
 - National Association of School Nurses - www.nasn.org link to position statement, "School Nurse Role in Emergency Preparedness"
 - Romig, L (2002) JumpSTART pediatric multiple casualty incidents triage. Available at www.jumpstarttriage.com
 - Vermont School Board Association – www.vtvsba.org - link to school crisis response
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- Vermont School Crisis Guide, 2004,
http://www.state.vt.us/educ/new/html/resources/model_policies/crisis_guide_04.html
- Vermont Department of Health local district offices

SAMPLE POLICIES, PROCEDURES, AND FORMS:

Staff Skills Survey and Inventory

Name & School _____ / _____ Room _____
Name School

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any disaster incident, and they will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING.
CIRCLE YES OR NO WHERE APPROPRIATE.

____ First Aid (current card yes/no) ____ CPR (current yes/no) ____ Triage ____ Firefighting

_____ Construction (electrical, plumbing, carpentry, etc.) _____ Running/Jogging

☐ Emergency Planning ☐ Emergency Management ☐ Search & Rescue

_____ Law Enforcement Bi/Multi-lingual (what language (s)) _____

_____ Mechanical Ability _____ Structural Engineering _____ Bus/Truck Driver
(Class 1 or 2 license yes/no)

☐ Shelter Management ☐ Survival Training & Techniques ☐ Food Preparation

_____ Ham Radio Operator _____ CB Radio _____ Journalism

_____ Camping _____ Waste Disposal _____ Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ In your car? _____ In your room?

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?
(i.e., athletic bibs, traffic cones, carpet squares) _____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT COULD BE USED AN IN EMERGENCY? _____ YES _____ NO
PLEASE LIST EQUIPMENT AND MATERIALS.

COMMENTS

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?
